



School Staff Selection Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9687 1535

Rationale:

Footscray West Primary School (FWPS) is a Tribes school that aims to provide an open, welcoming, inclusive and safe environment for all that enhances the educational and social development of our students. The recruitment of suitable staff in supporting such an environment is crucial when selecting staff.

Aim:

To provide procedures for recruitment that supports a child safe environment

Implementation

When advertising vacancies FWPS will:

- Follow the Department of Education and Training (DET) guidelines when advertising vacancies and use procedures for recruitment that support a child safe school environment.
- Ensure that the position descriptions for all new positions includes the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- *Provide access to the code of conduct that takes into account child safety practices.*
- *Check references for all positions*

The school will make reasonable efforts to gather, verify and record the following information about a person whom it proposes to employ:

- a) *Working with Children Check status, or similar check;*
- b) *proof of personal identity and any professional or other qualifications;*
- c) *the person's history of work involving children;*
- d) *references that address the person's suitability for the job and working with children.*
- *support successful candidates by:*
 - a) *providing an induction program which includes the school's policies and values, codes, practices, and procedures governing child safety and child connected work;*
 - b) *monitoring and assessing the employees continuing suitability for child connected work.*
- Comply with all aspects of [Ministerial Order No. 870](#)

References

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 4.0.
- Department of Education and Training (2020) *Recruitment in Schools*
- Department of Education and Training (2019) *Suitability for Employment*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4:*

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2020
Consultation	Recommended. Staff and policy and planning
Approved by	Principal and ratified by school council
Next scheduled review date	2024